

LEADERSHIP & MANAGEMENT

QNET presents:

Mastering Your Time Management Skills

Wednesday, September 18, 2013 - 12:45 p.m. to 4:30 p.m.

Location: QNET – Suite 660, 175 Hargrave Street, Winnipeg

Have you ever asked, "What have I done today?" Do you start your day with high hopes of getting things done and then leave work feeling as if you didn't accomplish anything?

An important concept to consider is that time is constant! We each have 168 hours per week – no more and no less. So, in reality, we have all the time we'll ever get.

The key to achieving your priorities lies in managing yourself in relation to time and events. Recognizing the importance of the control you have in relation to events will give you the power to set priorities and to manage your time and yourself in order to achieve those priorities.

In this interactive workshop, you will learn strategies for gaining control of the events that compete for your professional and personal time. You will receive a comprehensive manual with notes, samples and exercises designed to be a shelf reference. The workshop focuses on:

- Gaining control of the events that compete for your time.
- Understanding the power of habit.
- Identifying what your priorities are.
- Managing your time and yourself in order to achieve those priorities.
- Scheduling so things get done.

Facilitator: Marie Antaya, Director, Eclectic Communications

Marie Antaya is the director of Eclectic Communications – a highly recognized training and consulting company that specializes in business communication and professional development. Marie has many years of experience as an educator in a variety of subjects including business communication. She has also led numerous program and course development projects. Along with her training and course development work, Marie has shared her expertise with clients in private, non-profit and public sector organizations. Using her combined experiences, Marie delivers informative, practical workshops tailored to the audience's needs. In addition, Marie has been involved in a range of writing and editing projects. She has developed resources, created promotional materials, and written website content. In all of her writing projects, Marie ensures that each document connects with the reader and gets results.

This session is presented by QNET in partnership with APICS Winnipeg Chapter and Industry Workforce Development, Manitoba Entrepreneurship, Training and Trade

REGISTER NOW - Fax this form to 204.949.4990 or register online at www.qnet.ca

Fee: \$189.00 + GST Members of: QNET APICS \$219.00 + GST for Non-Members

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Cancellations (by the attendee) must be received in writing no later than 6 business days prior to the session. After that time, the full registration fee will apply. Substitutions are accepted at any time. Invoices will be sent for non-attendance. All funds are charged in Canadian dollars. If the session is cancelled / postponed by QNET and you have already paid for the session, you will receive a credit by email – you can apply this to your credit card or request a refund cheque. QNET is a Scent-Free Zone: Due to the chemical sensitivity of some of our clients, we ask that you refrain from wearing perfume, sprays or cologne at the QNET Office.



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